

Clarke County

PLANNING COMMISSION BRIEFING MEETING MINUTES MARCH 4, 2014



A briefing meeting of the Planning Commission of Clarke County, Virginia was held at the Berryville/Clarke County Government Center, Berryville, Virginia, on Tuesday, March 4, 2014.

ATTENDANCE

Present: George L. Ohrstrom, II, Chair; Anne Caldwell, Vice Chair; Robina Bouffault, Randy Buckley, Cliff Nelson, John Staelin and Jon Turkel.

Absent: Scott Kreider, Doug Kruhm, Tom Mcfillen and Chip Steinmetz

Staff present: Brandon Stidham, Planning Director; and Jesse Russell, Zoning Administrator.

CALL TO ORDER

Chair Ohrstrom called the meeting to order at 3:00 p.m.

The Commission discussed old business items as follows:

Old Business Items

- a. TA-14-03, Establishment of Filing Deadlines for Rezoning, Special Use Permit, Site Plan, and Major Subdivision Applications

The Commission discussed the current draft and requested addition of the following three items:

1. Clarify language in 6-E-3-b-1 noting that the Commission acts on site plans and not Planning Staff. Also make public hearings and public notice for site plan reviews a requirement rather than an option.
2. Add language to 6-E-3-b-2 to clearly state that late materials will not be considered at the public hearing.
3. Develop a chart or table that maps the milestones and deadlines in this review process and make available at the April meeting with the staff report.

- b. TA-14-02, Administrative Land Divisions

In an effort to focus the development of this text amendment, the Commission discussed their greatest concerns with the administrative land division/boundary line adjustment transaction that occurred recently on the Runyon property. Lack of Planning Commission oversight was the members' top issue followed by lot size and timing. To address the oversight concern, Staff will work with the County Attorney on an approach to require Commission review of these transactions by considering them to be a major subdivision when more than three new parcels are created using this method.

The members also agreed by consensus to defer discussion of agricultural lot sizes and land divisions to the Agricultural Land Plan update process that is scheduled to occur later this year.

c. Discussion, Agricultural Lot Sizes and Land Divisions

The Commission agreed that the above items need further review and decided to cancel the meeting scheduled for March 7, 2014 at 9:00 a.m. until the April 4, 2014 meeting at 9:00 a.m. in order to allow more time to study these amendments.

The Commission discussed new business items as follows:

New Business Items

- a. Board of Supervisors Request -- Removal of Commercial Kennels, Animal Shelters, Veterinary Services, Animal Hospitals, and Breeding Kennels Uses as Special Uses from the AOC and FOC Districts and Establishing Them as By-Right Uses in the Highway Commercial (CH) District

The Commission discussed this charge from the Board of Supervisors and identified a need to consider separating the companion animal uses and the agricultural/livestock care uses, the latter of which should remain in the AOC District. The Commission requested Staff to research other nearby localities, especially Fauquier County, and report back at the April briefing meeting. The members also agreed by consensus to address this issue as a committee of the whole rather than forwarding it to the Policy Committee for further work.


Other Business

- a. Update, Economic Development Strategic Plan Subcommittee

The Commission agreed by consensus to recommend reappointment of Douglas Kruhm as the Planning Commission's representative on the Historic Preservation Commission for a new four-year term to the Board of Supervisors.

Staff noted that the next meeting of the Subcommittee is scheduled for March 5, 2014 at 6:00 p.m. and another meeting is scheduled for March 19, 2014 at 4:00 p.m.

There being no further business to come before the Commission, the meeting was adjourned at 4:15 p.m.


George Ohrstrom, II, Chair


Brandon Stidham, Planning Director